

OTERO COUNTY  
 13 West Third Street, Suite 212  
 La Junta, CO 81050

TRAVEL & EXPENSE  
 REPORT

Employee Name:	Department:
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ITEMIZED MILEAGE				
Date	From	To	Total Miles	Amount
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<i>Mileage amount will be confirmed by Personnel Department.</i>			0	0.00

OTHER EXPENSES							
Date:							
Location:							

Meals (Per Diem Rate):

Breakfast (\$15.00) leaving before 6am								
Lunch (\$20.00)								
Dinner (\$30.00) returning after 8pm								
Parking / Tolls								
Auto Expense								
Taxi / Transportation								
Air Fare								
Hotel / Motel								
Phone								
Other:								
<b>TOTALS</b>	0	0	0	0	0	0	0	0

Purpose of Trip: _____	<b>Summary</b>	
	Total Expenses	0.00
	(Less Cash Advance)	
	(Less Charges to County)	
Signature: _____ Date: _____	Balance Due: County	
Approved By: _____ Date: _____	Employee	0.00